

MASSACHUSETTS PERFORMANCE RECOGNITION PROGRAM

PROGRAM OVERVIEW - 2008

PROGRAM COORDINATION

The Performance Recognition Program (PRP) will culminate in an award ceremony that will be held on November 21, 2008 at the Sheraton Boston. All aspects of the program leading up to the presentation of the awards are coordinated between the Human Resources Division (HRD) and the designated agency PRP coordinator. Agency PRP coordinators must complete and return the "[Agency Coordinator Information Form](#)" (Form #1) to HRD by March 6th. The agency coordinator will serve as the point of contact for both participating employees and HRD throughout the program cycle.

There will be an informational meeting for all agency PRP coordinators on March 6th from 10:00 a.m. to 11:00 a.m. in Room 1002 of One Ashburton Place. Attendance at this meeting is encouraged. Please confirm your attendance with Sarah Unsworth, Performance Recognition Program Coordinator, by March 3rd, by calling (617) 878-9767 or emailing Sarah.Unsworth@hrd.state.ma.us.

AWARDS PROCESSES

Three awards are given annually through the Performance Recognition Program. Executive Branch employees who demonstrated exemplary work performance are recognized through the award of the Commonwealth Citation for Outstanding Performance. From these employees, ten are selected for the Manuel Carballo Governor's Award for Excellence in Public Service. The fifteenth annual Eugene H. Rooney, Jr. Public Service Award will also be awarded to employees of the Commonwealth or one of its political subdivisions who best exemplify excellence in the field of human resources development training.

THE COMMONWEALTH CITATION FOR OUTSTANDING PERFORMANCE

The number of awards distributed is determined by the size of the agency:

Number of Agency Employees	Number of Awards
up to 50	1
51-400	3
401-1,500	6
1,501-2,500	9
2,501-4,500	12
4,501 or more	15

ELIGIBILITY

Executive Branch employees who have been in state service for at least two years as of May 16, 2008 are eligible to be nominated for the Commonwealth Citation for Outstanding Performance. Employees currently holding positions to which they were appointed directly by the governor, or employees whose appointments were subject to the formal approval of the governor are not eligible. Agency heads and college presidents are not eligible for this award.

Employees within cabinet-level offices will be nominated, selected and awarded in the same fashion as those at the agency level.

SELECTION PROCESS

Each agency forms its own selection committee. It is established by the agency head/cabinet secretary, and will review all nominations and recommend the names of those individuals who are most worthy of recognition. The names of selection committee members should be recorded on the ["Agency Selection Committee Member Information Form"](#) (Form #2) and kept on file at the agency.

The selection committee should make every effort to represent the diversity of the work force (i.e., position level and geographic location, gender, race, ethnicity, as well as individuals with disabilities and veterans).

NOMINATION PROCESS

How to Nominate

The ["Standard Nomination Form"](#) (Form #3) must be used to describe the individual's or group's accomplishments and should indicate the reasons why the individual or group should be recognized. Nominations should be submitted to the nominee's agency coordinator by May 16th.

Who Can Be Nominated

An individual may be nominated by supervisors, peers, professional colleagues or others familiar with the person's work. A person may not be nominated by relatives or subordinates, nor may a person nominate himself or herself.

A group of employees may also be nominated by supervisors, peers, professional colleagues or others familiar with the unit's work, if the performance as a unit has been exemplary.

SELECTION CRITERIA

The selection committee and agency head will use one or more of the following criteria in selecting an individual or group for recognition:

- Attainment of high priority agency objectives;
- Exceptional managerial, organizational and/or communications achievements;
- Achievement of significant improvements in productivity and/or costs savings in agency operations.

The agency coordinator should submit the completed Form(s) #3 (for selected recipients only) to HRD by June 20th.

COMMONWEALTH CITATION AWARDS

HRD prepares a "Commonwealth Citation for Outstanding Performance," for each individual winner and prepares one citation for each group award. HRD sends the citations to the agency PRP coordinator in order for them to obtain agency head signature. The citations will be returned to HRD so that they may be distributed to recipients at the award ceremony on November 21, 2008.

THE MANUEL CARBALLO GOVERNOR'S AWARD FOR EXCELLENCE IN PUBLIC SERVICE

The Manuel Carballo Governor's Award is given annually to ten employees or groups of employees who exemplify the highest standards of public service.

ELIGIBILITY

All individuals and groups who are awarded the Commonwealth Citation for Outstanding Performance as part of this year's program are eligible to be nominated for the Manuel Carballo Governor's Award. Each agency may nominate one individual or group of employees for consideration. Agency heads and college presidents are not eligible for this award.

NOMINATION PROCESS

The "[Standard Nomination Form](#)" (Form #4) must be used to provide a career profile and a description of the outstanding contributions and/or accomplishments of the individual or group. Please be sure to address each criteria on the nomination form.

Nominations should be submitted to the Human Resources Division by June 20th. The Chief Human Resources Officer will then forward all nominations to the Secretariat HR Council who will recommend a group of semifinalists.

SELECTION PROCESS

Selection Committee

A selection committee, which includes a representative from the offices of both the Speaker of the House and the President of the Senate, and representatives from business, labor, community groups, academia and the media who are knowledgeable about Massachusetts state government, will review the semifinalist nominations and recommend to the governor the names of ten finalists who are most worthy of receiving the award.

Selection Criteria

The Selection Committee will use one or more of the following criteria in selecting an individual or group for this award:

- Exceptional accomplishments;
- Exemplary leadership;
- Creativity and innovation;
- Achievement of significant improvements in productivity and/or costs savings in agency operations.

The Governor will make the final selection decisions.

MANUEL CARBALLO GOVERNOR'S AWARD

A commemorative plaque and a Carballo Award Citation signed by the governor will be presented to each individual or group at the award ceremony on November 21, 2008.

EUGENE H. ROONEY, JR. PUBLIC SERVICE AWARD

This award highlights human resource development as a planned, continuous effort to provide personal and professional growth opportunities that will enhance employee competency levels. Such activities serve to improve an individual's performance on a currently held job; and/or provide new skills, knowledge and attitudes that will allow an individual to assume a new role in the organization.

ELIGIBILITY

Any state, county, city or town employee who has worked in public service for 12 months as of May 16, 2008 is eligible to be nominated for the Eugene H. Rooney, Jr., Public Service Award.

NOMINATION PROCESS

Supervisors, peers, professional colleagues (not including subordinates) and others familiar with the employee's accomplishments may nominate an individual or group.

The ["Standard Nomination Form"](#) (Form #5) must be completed and must include a detailed description of the nominee's special accomplishments and his/her positive impact on other employees and on the organization as a whole. A copy of the nomination instructions and form are enclosed.

The nomination should be forwarded to the appropriate Appointing Authority, after a supervisor or other person knowledgeable about the nominee's contribution, has verified the information on the nomination form.

The nominator is responsible for assuring that the nomination is forwarded to the appropriate parties, including the Appointing Authority, for verification and sign-off.

The Appointing Authority must submit the completed nomination form to HRD no later than June 20th.

SELECTION PROCESS

Selection Committee

A Selection Committee including the Chief Human Resources Officer, the Chairman of the Civil Service Commission and the Chairmen of the Legislature's Joint Committee on Public Service will review nominations. The Committee's recommendation will be forwarded to the governor for approval.

Selection Criteria

The following selection criteria will be utilized:

- The nominee must demonstrate measurable accomplishments, which affect individual employees and the organization as a whole.
- The nominator must document the nature of the activity and provide a detailed description of the project, and its impact on the organization.
- Supervisor/senior manager must include supporting documentation, i.e., comments that corroborate the nominee's accomplishments.

EUGENE H. ROONEY, JR. PUBLIC SERVICE AWARD

A commemorative plaque will be presented to each recipient at the award ceremony on November 21, 2008.